



Elections Supervisor

Job Description

Department: Clerk / Auditor
Position: Career Service
Grade: 508
Supervisory: Supervisor
Reports to: Chief Deputy-Clerk / Auditor

Summary

Performs management duties related to elections and voting processes and services. Provides direction, supervises workflow, and creates and maintains current procedures and election information for, and provides to, the public, government officials, candidates, and others. Supervises, trains, and oversees task assignments for Deputy Clerks, Elections Technicians, and temporary staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform complex administrative work related to the County Clerk's statutory duties. Manage and direct workflow; understand and appropriately apply applicable laws, regulations, ordinances, policies, procedures, and standards to responsibilities, assignments, and processes.
2. Interview and hire staff. Supervise and monitor the work of assigned personnel and functions. Ensure work is completed accurately and efficiently. Provide individual training to employees and ensure employees are properly trained.
3. Manage schedules and delegate assignments; approve or deny leave requests.
4. Identify and address performance and/or behavior problems in a timely manner and initiate corrective action as directed. Conduct annual performance evaluations.
5. Ensure proper policies and procedures are followed to ensure confidentiality and prevent fraudulent use of records.
6. Oversee processing of voter registration forms received from the driver's license bureau, the mail, and walk-in customers; examine for accuracy and completeness and resolve discrepancies before inputting information to data base; scan and index all voter registration forms.
7. Oversee the processing of voter registrations using state-wide voter registration database. Use GIS and other mapping software to place voters in correct precinct.
8. As needed, assist with the absentee ballot application process; facilitate mailing of absentee ballots in the most expedient manner; receive returned absentee ballots and coordinate sorting for election day counting.
9. Receive and record filing fees from candidates; issues receipts, notices and certifications; keep records of transactions; make simple mathematical computations.
10. Use various records and software applications to perform data sorts and merges to produce lists, labels and other materials.

For Office Use Only

Class Code: 6225
Class Title: Elections Supervisor
FLSA: Non-Exempt
Effective Date: 11/08/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No

11. Prepare training materials for poll workers; send training and other reminders; track attendance.
12. Perform a variety of post-election functions relating to reconciliation sheets, provisional ballot processing, and processing poll worker pay vouchers.
13. As assigned, participate in the elections audit process, and canvass of election results.
14. Lead election day, early voting, post-election tasks, and other general information services support.
15. Maintain knowledge and exercise awareness of division budget and related processes. Seek quotes and pricing for elections equipment and supplies. Process all division invoices, purchase orders, and travel requests.

Knowledge, Skills, and Abilities

Knowledge of Utah Election laws and procedures.

Knowledge of standard office practices.

Knowledge of proper grammar, spelling, and punctuation.

Knowledge of processes related to the statutory obligations of the County Clerk.

Knowledge of Clerk/Auditor Office Policies and Procedures and laws, codes, or regulations relevant to work performed.

Skilled in reading, writing, and basic math.

Skilled in operating standard office equipment.

Skilled in word processing, data entry, and basic spreadsheets.

Skilled in using various software programs unique to Utah County and/or the Clerk/Auditor's Office.

Skilled in basic bookkeeping and purchasing processes.

Ability to maintain cooperative working relationships with those contacted during work activities.

Ability to communicate effectively verbally and in writing.

Ability to understand and follow clear work instructions and give instructions to subordinates.

Ability to distill relevant and useful elements from vast amounts of information.

Ability to multi-task.

Ability to understand broad objectives and follow general instructions.

Ability to supervise, coach, and train others.

Ability to assign, supervise, and evaluate the work of others.

Ability to address performance problems and initiate corrective action.

Supervisory Responsibility

This position supervises full-time Deputy Clerks, Election Technicians, and Time-Limited personnel.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This job requires frequent contact with the

For Office Use Only

Class Code: 6225

Class Title: Elections Supervisor

FLSA: Non-Exempt

Effective Date: 11/08/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

public which exposes incumbents to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 25 pounds. This role operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position may require travel for election-related trainings, conferences and workshops.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of full-time employment performing administrative duties of which two years are directly related to election processes, procedures and management.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Strong preference for lead or supervisory experience.
2. Preference for Certified Election Registration Administrator (CERA) certification.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 day so employment.
2. Selected applicants may be subject to, and must pass, a background check.
3. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

For Office Use Only

Class Code: 6225
Class Title: Elections Supervisor
FLSA: Non-Exempt
Effective Date: 11/08/2018
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time, as assigned by the Chief Deputy Clerk/ Auditor, or the County Clerk/ Auditor.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

For Office Use Only

Class Code: 6225

Class Title: Elections Supervisor

FLSA: Non-Exempt

Effective Date: 11/08/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No